

EMPLOYEE ID CONVERSION – EMPLOYEE FAQs

1. Why are we changing the employee id numbers used in the central payroll system?

A growing number of employees are concerned that the SSN appears on timesheets and leave slips that often pass through several hands for processing. They have also expressed concern that this value is displayed on workstations during the data-entry process. To minimize the risk of inappropriate disclosure of employee SSNs, the Department of Accounts and the Department of Human Resource Management have worked together to provide an alternative employee identification number that will be used on most payroll documents.

2. Will the new number be used on all payroll documents?

No, there will still be some forms that legally require use of the employee's SSN and these will not change. Examples include, but are not limited to: federal and state income tax withholding forms (W4, VA4), VRS forms, Miscellaneous Insurance and annuity applications, and optional group life insurance applications.

3. Should I use this number on my travel reimbursement voucher?

No, this number does not apply to travel reimbursement vouchers. Contact your agency's fiscal office for procedures specific to travel reimbursement vouchers.

4. What good does this do if SSN is still used on some forms?

The risk of inappropriate disclosure is minimized by using a different number on the forms used most often and handled by the largest number of people. Agency staffs who handle forms that continue to require SSN are responsible for ensuring the security of these documents.

5. What number will I use to log on to Payline?

You will be able to use any of the following in the User ID field on the Payline log on screen:

- SSN
- New employee id number
- User-defined personal id

6. Will my SSN be displayed anywhere in Payline?

No.

7. How do I find out what my new number is?

Your agency will let you know what your new number is and also when to begin using it on timesheets, leave requests, etc. In addition, on a temporary basis, all employees will be able to retrieve their new Employee ID number by entering their social security number on the following secure web page:

https://secure.doa.virginia.gov/payline/EENo/Employee_Number_Search.cfm

8. Will my number change if I transfer to another agency?

No, your new number will stay with you in the same manner that your SSN stays with you when you transfer to another agency.